

College of the Albemarle

1966-'67



ELIZABETH CITY,
NORTH CAROLINA



**College of the Albemarle, Elizobeth City, North Carolina; Sixth Year—1966-67;
The Community Junior College of Pasquotonk County Serving the Albemarle Area**

College of the Albemarle Bulletin

Catalog Issue
1966-'67



VOLUME 5

SPRING, 1966

NUMBER 3

The College of the Albemarle Bulletin is published quarterly by the College of the Albemarle, Elizabeth City, North Carolina, 27909. Application to mail at second class rate is pending at Elizabeth City, North Carolina.

TABLE OF CONTENTS



	Page
College Calendar	5
Board of Trustees	6
Administration and Faculty	7
General Information	11
General Regulations	17
Student Organizations and Activities	27
Programs of Study	30
Courses of Instruction	35
Vocational Education Program	49
Vocational Courses of Instruction	54
Practical Nurse Education	59
Evening Program	63
Adult Education	64
Analysis of Student Enrollment	64
Index	66



COLLEGE CALENDAR

SUMMER SESSION 1966

June 6	Monday, Registration 7-9 A.M.; Classes begin at 9 A.M.
July 13	Wednesday, Last Day of First Term
July 14	Thursday, Registration, 7-9 A.M.; Classes begin at 9 A.M.
August 19	Friday, Last Day of Second Term

FALL SEMESTER 1966-67

September 1	Thursday, Faculty report
September 2	Friday, Last day to make application for Fall semester without penalty
September 6-8	Tuesday, Wednesday, Thursday, Freshmen and transfer students orientation
September 9	Friday, Registration
September 12	Monday, Classes begin
September 16	Friday, Last day for late registration
October 10	Monday, End of refund period
October 21	Friday, Last day to withdraw without penalty
November 4	Friday, Mid-term
November 23	Wednesday, Thanksgiving holidays commence after the last class
November 28	Monday, Classes resume
December 5-9	Monday—Friday, Pre-registration for Spring Semester
December 16	Friday, Christmas holidays commence after the last class
January 2	Monday, Classes resume
January 18	Wednesday, Final examinations begin
January 19	Thursday, Last day to make initial application for Spring Semester without penalty
January 24	Tuesday, First Semester ends

SPRING SEMESTER 1966-67

January 27	Friday, Registration
January 30	Monday, Classes begin
February 3	Friday, Last day for registration
February 24	Friday, End of refund period
March 10	Friday, Last day to withdraw without penalty
March 22	Wednesday, Mid-term
March 22	Wednesday, Easter holidays commence after the last class
March 28	Tuesday, Classes resume
May 25	Thursday, Final examinations begin
May 31	Wednesday, Second semester ends
June 3	Saturday, Class Day
June 4	Commencement

SUMMER SESSION 1967

June 5	Monday, Registration 7-9 A.M.; Classes begin at 9 A.M.
July 11	Tuesday, Last day of First Term
July 12	Wednesday, Registration 7-9 A.M.; Classes begin at 9 A.M.
August 17	Thursday, Second Term ends

BOARD OF TRUSTEES

CLYDE SMALL, JR., <i>Chairman</i>	Pasquotank
VERNON G. JAMES, <i>Vice-Chairman</i>	Pasquotank
ROBERT I. HISLOP, <i>Secretary</i>	Pasquotank

GOVERNOR'S APPOINTEES

	<i>Term Expires</i>	
C. ALDEN BAKER	6/30/67	Pasquotank
WILLIAM F. AINSLEY	6/31/69	Perquimans
VERNON G. JAMES	6/30/71	Pasquotank
JULIAN A. WHITE, JR.	6/30/73	Perquimans

COUNTY COMMISSIONERS' APPOINTEES

H. A. REID	6/30/67	Pasquotank
W. T. JACKSON, JR.	6/30/69	Pasquotank
CLYDE SMALL, JR.	6/30/71	Pasquotank
JOE L. LAMB, JR.	6/30/73	Pasquotank

SCHOOL BOARD APPOINTEES

J. CARROLL ABBOTT	6/30/67	Pasquotank
JOSEPH P. KRAMER	6/30/67	Pasquotank
J. HENRY LEROY	6/30/67	Pasquotank
FRANKLIN L. BRITT	6/30/67	Pasquotank

DR. ROBERT I. HISLOP, *President*

OFFICERS OF ADMINISTRATION

DR. ROBERT I. HISLOP	President
DR. ROBERT A. BARRINGER	Dean
JEROME U. RHEES	Business Manager
J. TIVIS WICKER	Director of Adult Education and Community Services
WALTER DUNN	Director of Student Personnel

FACULTY

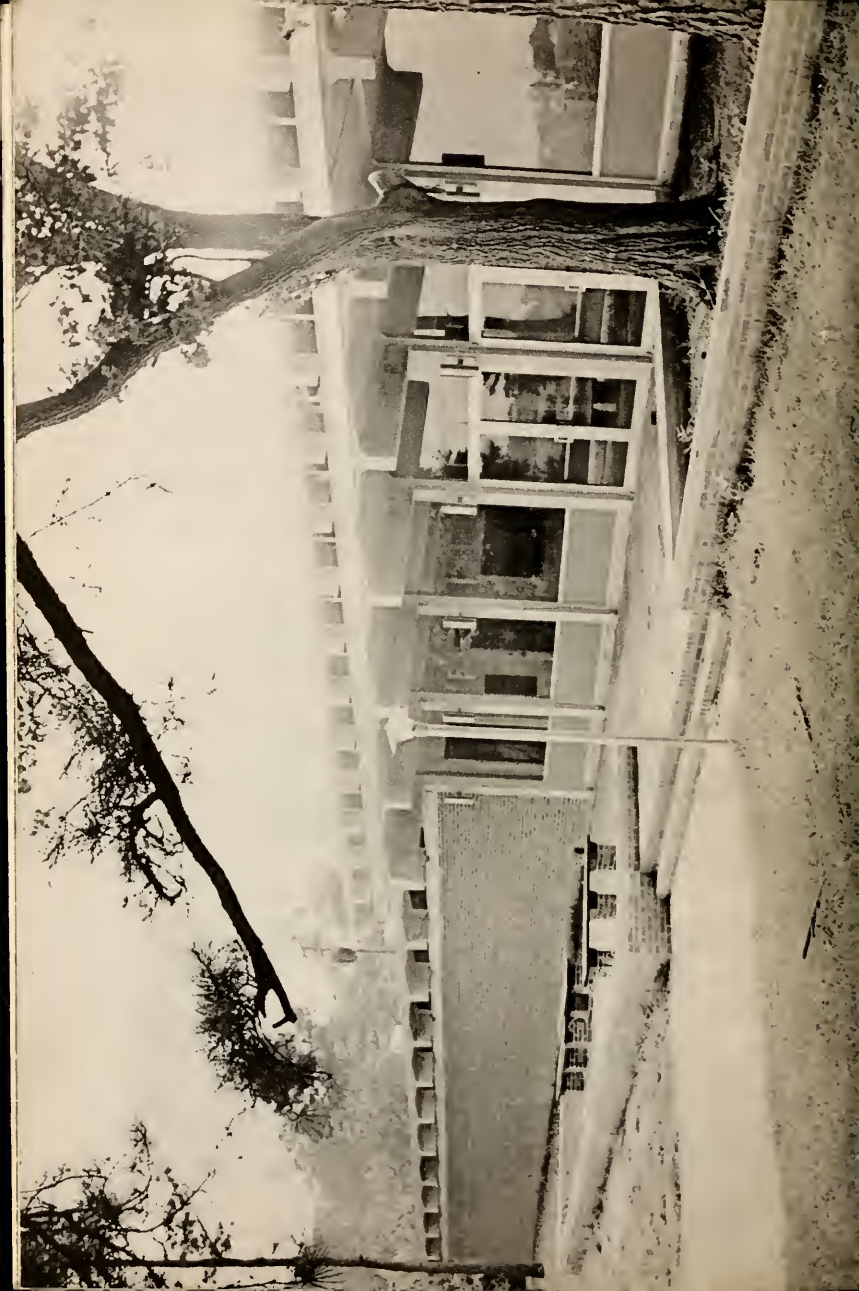
ASKEW, ROY	Basic Education and English B.S., East Carolina College; Graduate Work, East Carolina College
AYDLETT, CLATE	Mathematics B.A., Duke University; M.A., East Carolina College
BAIR, CLIFFORD	Fine Arts B.Mus., D.Mus., Chicago Music College, American Academy of Teachers of Singing; Mozarteum, Salzburg, Austria
BARRINGER, ROBERT	History B.S., Wake Forest College; M.Ed., Ed.S., Ed.D., University of Florida; Post-Doctoral Work, Teachers College, Columbia University
BOADA, ALEXANDRA	French and Spanish B.A., University of North Carolina; A.M., University of Havana; Graduate Work, University of North Carolina
BOADA, FRANK	Drafting and Design Technology M.S., University of Villanova; Graduate Work, North Carolina State
BOOMER, HORTENSE	Librarian B.A., East Carolina College; S.B., Lib. Science, University of North Carolina
BRIDGEMAN, DOROTHY	Biology B.S., Georgia State College for Women; M.Ed., University of North Carolina
BRIDGES, JAMES	English B.S., Gardner-Webb; M.A., Appalachian State Teachers College

- BURGESS, DEMPSEY Auto Mechanics and Welding
B.A., M.A., East Carolina College
- CHESSON, PARKER Biology and Geography
B.S., M.A., East Carolina College; Graduate Work, Duke University
- CRUMP, JAMES Mathematics
A.B., Elon College; M.A., Appalachian State Teachers College; Graduate Work, University of Illinois
- DARE, LEROY History
B.A., Wake Forest College; M.A., University of North Carolina
- DILDAY, DOROTHY Practical Nursing
R.N., University of Florida, School of Nursing
- DUNN, WALTER Counseling and Guidance
B.S., East Tennessee State University; M.A., George Washington University
- FORD, AUSTIN Chemistry and Physics
B.S., East Stroudsburg State Teachers College; M.Ed., Pennsylvania State University; Graduate Work, George Washington University
- HISLOP, ROBERT I. Economics
L.L.B., L.L.M., Brooklyn Law School of St. Lawrence University; Ph.D., University of Colorado
- HODGES, DAVID Radio-TV and Electronics Technology
A.A.S. Electronics Technology, Old Dominion College Technical Institute
- JORDAN, THOMAS Electronics Technology
B.S., M.S., Northwestern State College
- MOORE, MILDRED Practical Nursing
R.N., Norfolk Memorial & Norfolk Protestant Hospitals
- OVERMAN, GRACE Accounting
A.B., Duke University
- RHEES, JEROME Political Science
B.S., M.A., Georgetown University
- SALMON, JOSEPH History
B.S., Troy State College; M.S., Florida State University
- SHORKEY, RAYMOND Mechanical Technology
Ford Apprentice School; Naval Air Technical School; Vocational School; Foreman Training
- STERRITT, WILLIAM Physical Education
B.S., M.S., University of Southern Mississippi; Graduate Work, University of Southern Mississippi
- TRATHEN, JOHN Business
B.S., Bucknell University; M.Ed., University of California at Los Angeles; Graduate Work, University of North Carolina

VAUGHAN, LUCY	English and Drama
B.S., University of Houston; M.A., Kent State University	
WALKER, RACHEL	English
B.S., M.A., Appalachian State Teachers College	
WICKER, TIVIS	Business Law
B.A., L.L.B., University of Richmond	

PART-TIME FACULTY

BAIR, ANNA	Fine Arts
A.B., B.Mus., Salem College; AAGO; Royal School of Church Music, England; Graduate Work, DePaul University	
BARNETTE, CARROLL O.	Welding
Horn Brothers Welding School, Bethlehem Shipyard Welding School, Newport News Shipyard Welding School	
BRITT, ANN	MDTA Business Education
B.S., East Carolina College	
CARLSTON, ROBERT A., L.Cdr., U.S.C.G.	Business Math
B.S., U. S. Coast Guard Academy; M.S.I.A., Purdue University	
DUNBAR, SHIRLEY	Ward Secretary
R.N., Kings Daughters Hospital, Portsmouth	
HILL, BEN	Ceramics
B.S., East Carolina College	
JONES, RAY S., JR.	Hygiene
B.S., Wake Forest College; M.A., East Carolina College Graduate work, Duke University	
KICKLIGHTER, R. W.	Philosophy
A.B., John B. Stetson University; Th.M., Th.D., Southern Baptist Theological Seminary	
RILEY, DONALD J., L.Cdr., U.S.C.G.	Economics
B.S., U. S. Merchant Marine Academy; M.S., Rensselaer Polytechnic Institute	
SAWYER, GROVER LEE	MDTA Automotive
Lincoln Technical Institute, Carter School of Carburetion, Army Ordnance School	
SHOAF, E. C.	Psychology
A.B., High Point College; B.D., Duke University Divinity School; Graduate Work, University of North Carolina	
SWEENEY, MAXINE	Oil Painting
Maryland Institute of Fine Arts, Baltimore	
WILLIAMS, ROSE	Practical Nursing
R.N., Norfolk General Hospital, School of Nursing	



GENERAL INFORMATION

CHOOSING A COLLEGE:

The individual is never so clearly the master of his own fate as when he decides to continue education beyond high school. Until that time, decisions affecting his education have been made for him; after that time, he must make them.

This catalog is, in effect, an extension of the institution, a projection in writing of all that the institution represents: its philosophy and objectives, its faculty, its curricula, its facilities. The purpose of this catalog is to enlighten the prospective student in order that he may come to know the college before, not after he has chosen.

THE IDEA OF A COMMUNITY COLLEGE:

What is a Community College?

The Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the community in which it is located. It offers two years of formal college education; it trains technicians for business and industry. It supplies the background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. It is available day and evening throughout the year.

HISTORY:

The seed of the idea for a College in Elizabeth City was planted with the Elizabeth City Chamber of Commerce in 1957 when the State Department of Public Instruction was considering a technical college for the area. The technical college idea was abandoned when the Community College Act was passed enabling counties to establish their own junior colleges.

Several plans and ideas were advanced by the Chamber during the next few years without being vigorously promoted until 1960, while Paul Bradshaw was President. Under the able Chairmanship of Charles Gordon, the College Committee recruited the support of the County and City Governments and almost every organization in Pasquotank County.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter

Charles Gordon was elected to be the Chairman of the first Board of Trustees. Dr. C. Robert Benson, Jr., first President of the College of the Albemarle, was elected in March of 1961, and the College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963. Over eighty percent of those graduates later attended major four-year colleges.

The College of the Albemarle was the first college in the State chartered under the Community College Act, 1957. The 1963 Legislature, in furtherance of Governor Terry Sanford's education program, adopted an act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this act authorized the establishment of comprehensive community colleges. The new act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of the Albemarle became the first comprehensive community college in the state. A new president, Dr. Robert I. Hislop, was inaugurated in the fall of 1963.

New technical programs in Drafting and Electronics are being offered in the curriculum of the College under a separate Technical Division. A Vocational program of great breadth has also been instituted.

The College of the Albemarle received accreditation as a junior college at the November 6-8, 1963, meeting of the North Carolina College Conference.

LOCATION:

The College of the Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 16,000, Elizabeth City is the center of commerce, industry, and culture of the Albemarle Area.

The College is housed in the building formerly used as Albemarle Hospital on Riverside Avenue, less than a mile from the center of the city. The administrative offices of the College of the Albemarle are located on the second floor of the building.

OBJECTIVES OF THE COLLEGE:

The College of the Albemarle, established under the Legislative Act of 1957—known as "The Community College Act"—strives to serve the community by providing accessible education for young people and adults, for cultural development, for responsible citizenship and for enriched personal living. The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities.

2. To provide two years of technical education appropriate to the needs of the individual and the community.
3. To provide vocational education for individuals who desire to upgrade themselves in their vocation, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a vocational interest, improve their personal efficiency, or to enrich their cultural lives.
5. To provide for the development of basic educative skills in those citizens who have been unable to complete the requirements for a high school diploma.

FACILITIES:

There are twelve classrooms, science and technical laboratories, a snack bar and bookstore, student and faculty lounge areas, administrative offices, and a completely furnished library. All four floors of the building have been completely renovated. Adjacent to the College is the home of the President. A new gymnasium-auditorium has recently been constructed. This major structure represents the first step forward in the development of the College of the Albemarle's facilities. It houses a collegiate size basketball court, bleacher seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium seating for over 1,000 adds to the usefulness of this multipurpose building. The College maintains a separate campus for the vocational school. A new Fine Arts Center has recently been leased for a three year period.

There are no dormitory facilities. Each student either lives at home or must arrange for his own living quarters in the vicinity of Elizabeth City. The College will assist students in finding suitable quarters (see Housing for Students).

LIBRARY:

The College of the Albemarle Library has a basic collection of almost 15,000 volumes. Twenty-five percent of these were received as donations to the library from friends of the College. A carefully selected group of approximately ninety periodicals is received regularly. In addition to the general circulating collection, the library supplements classroom instruction with reserve collections in each subject field especially selected and kept up to date. Reference and research materials are available on the under-graduate level. Audio-visual aids are available in the materials center upon the request of the instructor. Students may also use the Elizabeth City Public Library.

ACCREDITATION:

The College of the Albemarle is an accredited member of the North Carolina Association of Universities and Colleges, Ameri-

can Association of Junior Colleges, and has applied for membership in the Southern Association of Colleges and Secondary Schools.

Credits earned at the College of the Albemarle in curricula leading to the Associate of Arts degree are transferable to senior colleges and universities.

COUNSELING AND TESTING:

The College provides counseling services through the guidance office, and through the assignment of a faculty advisor for each student according to his particular field of interest. The faculty advisor helps the student arrange his program of study at the College of the Albemarle and approves the courses to be taken prior to the registration for each semester. Subsequent changes in courses must be made through the advisor. The Dean and Registrar are also available to assist the student. Placement tests are administered in mathematics and English in order to insure proper placement for each student.

Students who desire help in clarifying occupational goals may consult with the Guidance Counselor for occupational information sources and for information on aptitude and interest tests to aid in deciding on an occupation.

TECHNICAL AND VOCATIONAL PROGRAM:

The College is meeting its new responsibilities as a Comprehensive Community College through its Technical-Vocational Program which was started in the Spring of 1964. The selection of the technical and vocational curricula is based on individual and community needs.

ADULT EDUCATION:

The College of the Albemarle has established evening classes on a semester basis, offering the regular liberal arts program and certain cultural and vocational courses. Classes are available Monday through Thursday evenings and each class meets one night a week from 7:00-9:45 p.m. As the need arises, courses, credit and non-credit, will be added to the curriculum.

EMPLOYMENT SERVICE:

The College assists students in securing part-time or full-time employment during their enrollment at the College of the Albemarle and gives special attention to the placement of students who graduate in the terminal curricula. Application should be made in person through the Office of Student Personnel.

HOUSING FOR STUDENTS:

Many students from other counties desire to live in Elizabeth City while attending COA. To assist these students in locating living quarters, the College maintains a list of private housing for students. Private arrangements may also be negotiated with the Virginia Dare Hotel. Students may take advantage of special rates provided by the Management of the Hotel.

AUDITING COURSES:

Students who wish to audit courses must register through the Registrar's Office. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit.

RECREATION:

Various programs of recreation and entertainment are planned and carried out by the students under faculty supervision. Formal and informal dances are held during holidays and other special occasions throughout the year. Other programs which attract major interest and participation include social hours, picnics and receptions. Suggestions of the students are used in planning additional activities.

STUDENT ACTIVITY FEE:

Each full-time student pays an activity fee adopted and administered by the Student Government Association. This entitles the student to admission to all College sponsored activities. Students who pay the student fee both semesters will be given a yearbook at the end of the Spring Semester.

DOLPHIN'S DEN AND BOOKSTORE:

On the first floor the College operates a snack bar (the Dolphin's Den) and a bookstore for the convenience of the students.

ATHLETICS:

The College has a basketball team each year. Games are scheduled with neighboring junior colleges and college freshmen teams. Minor sports will be added to the program as the need develops. A strong program of intramural activities has been developed by the Department of Physical Education.



GENERAL REGULATIONS

REQUIREMENTS FOR ADMISSION—

College Parallel—Technical

For the admission to the College of the Albemarle as a candidate for a degree, the applicant must have at least sixteen approved units from an accredited four-year high school and must satisfy the Committee on Admissions and Credits as to his intellectual, physical, emotional, social, and moral fitness in undertaking the academic work at the College.

Prospective students are encouraged to take the College Entrance Examination Board tests during their senior year in high school. This will help the College meet its obligation to place each student in the proper program.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

Students who plan to transfer to other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who have been graduated from secondary schools but who are not candidates for a degree. These students are classified as Special Students and do not have class standing. Students carrying fewer than twelve hours because of reasons of health or other special considerations will pay Special Student Rates.

PHYSICAL EXAMINATION

Every student is required to have a physical examination prior to initial registration.

FRESHMEN ORIENTATION PERIOD

The purpose of the orientation program is to introduce the student to his new environment, and to acquaint him with the policies and ideals of the College. Receptions, assemblies, lectures and open forum discussions are held to help him make a better adjustment to college life.

CLASS ATTENDANCE

Class attendance is regarded as an essential part of the educational process at the College of the Albemarle. The student is expected to benefit by classroom discussions as well as by his

daily assignments. In an educative process, a student loses an irreplaceable value when he misses class.

Classwork missed while students are away on College-approved business or because of illness is excusable and should be made up to the satisfaction of the instructor. Although make-up work will not in all cases remove the full adverse effect of the absence, a faculty member will cooperate with the student in his attempt to make up his loss when such absence is necessary.

Absences will be excused only upon the presentation of a doctor's verification of illness or other bona fide justification of the absence. The excuse must be submitted to the office of the Dean within 24 hours after the student returns to school.

To make up a scheduled or previously announced test for which he has an excused absence, the student must secure permission from the Dean. This permission form should then be presented to the instructor who will arrange to give the test at a later date. The student bears full responsibility for making arrangements to take the tests.

When a Freshman in good standing accumulates unexcused absences in excess of the number of credit hours of a particular course, he may be dropped from the course with a grade of F. Three unexcused tardies count as an unexcused absence.

A Sophomore in good standing will be held responsible for regular class attendance. The faculty will submit to the Dean the name of any sophomore whose repeated or continual absence is, in their opinion, impairing the student's work. The number of permitted absences is not hereby specified, a fact which places the responsibility upon the second-year student to see that his program is not suffering as a result of excessive absences.

Students on academic probation will not be allowed any unexcused absences.

No student will be given credit for any course unless that student has attended at least seventy-five percent of the total number of classes that semester.

SYSTEM OF GRADING

Each student receives a grade in his course at the middle of the semester and at the close of the semester. The mid-semester grades are not a part of the student's permanent record; they are designed to give the student an indication of his progress. The system of grades is as follows:

Grade	Significance	Quality Points
A	Superior	4 per sem. hr.
B	Good	3 per sem. hr.
C	Average	2 per sem. hr.
D	Poor, but passing	1 per sem. hr.
F	Failure	0

I	Incomplete	0
W	Withdrawal	0

Quality points, the numerical equivalent of the grade, are used to determine the student's rank in class and academic honors. A quality point average of 2.00 or better in 64 hours of course work is necessary to meet grade requirements for graduation.

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next semester following the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

A failure (F) cannot be removed from a student's record. However, if a course is repeated, the second grade is recorded as the final grade for the course.

WITHDRAWAL FROM CLASSES

A student who finds it necessary to withdraw from a course must apply to the Dean. The application form when signed by the Dean and the instructor, or advisor, is to be presented to the Registrar.

A student may drop a course during the late registration period without a grade, following the above procedure.

A student who withdraws during the first six weeks of a regular semester, or during the first two weeks of a summer session, will receive the grade (W).

After the sixth week of a regular semester, or the second week of a summer session, a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the Dean and the instructor, will receive the grade (W).

All other withdrawals will result in the grade (F).

WITHDRAWAL FROM COLLEGE

A student who withdraws is expected to confer with his advisor and clear through the office of the Dean, the Registrar and the Business Manager. No withdrawal is considered official unless this procedure has been followed. Should the student be unable to present himself at the Registrar's office, he should promptly advise the College in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

ACADEMIC PROBATION AND SUSPENSION

Any student failing to pass at least 3 semester hours of course work in the first semester at COA is automatically excluded from registering for the second semester.

A student may be placed on probation in accordance with the following standards:

Quality Point Average Needed to Remain in Good Standing	Semester Hours Attempted
1.4	1-14
1.6	15-27
1.8	28-45
2.0	45+

By the end of the probationary semester (that semester immediately following notification of probationary status) the student is expected to have earned the necessary quality point average consistent with the number of semester hours attempted as indicated on the scale. If the student is unable to meet the proper quality point average by the end of the probationary semester, suspension of the student will be automatic. One academic term must elapse before the suspended student is eligible for reinstatement. Requests for reinstatement are sent to the Academic Affairs Committee. This committee will hear all letters of petition from students disenrolled for academic or disciplinary causes.

DISMISSAL:

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the Academic Affairs Committee. Any student may appeal a suspension decision by letter to the Board of Trustees via the Office of the President.

SCHEDULE OF STUDIES

Sixteen hours of college work is considered the normal student load, and each student is expected to carry this amount of work. Permission must be obtained from the Registrar of the College for scheduling less than twelve or more than seventeen hours of work.

DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum load of four subjects (at least twelve semester hours of work) and maintain at least a "B" average, with no grade lower than a "C."

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named commencement marshals. The marshal who has the best academic record is designated chief marshal.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

A student desiring to transfer to the College of the Albemarle must be able to meet the admission requirement in effect at the time of his application, and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been placed on probation by that institution, he may be admitted to the College of the Albemarle by virtue of the comprehensive nature of the community college. However, program selection and placement responsibility resides in the Office of the Director of Student Personnel.

TRANSFERABLE CREDITS

Credit is given for satisfactory work completed at accredited institutions insofar as it parallels the work offered at the College of the Albemarle. Transfer students must maintain a "C" average on all work taken (at least 30 hours) at the College of the Albemarle to be eligible to graduate. If the "C" average is maintained, all grades transferred to the College of the Albemarle will be considered with those earned at COA to determine honors and rank in class.

REQUIREMENTS FOR GRADUATION

A minimum of sixty-four semester hours of work and a "C" average is required for graduation. Thirty hours must be earned at the College of the Albemarle. Upon the satisfactory completion of one of the academic programs of study, a student is awarded a diploma and the title of "Associate in Arts." "Associate in Applied Science" is awarded for the completion of a program of studies in one of the following:

- Business Administration
- Business Education
- Drafting and Design Technology
- Electronics Technology

FEES AND EXPENSES

The College of the Albemarle seeks to provide an educational opportunity at the lowest cost possible which will afford high quality instruction and reasonable student facilities. Tuition and

All refunds are forfeited for any student failing to adhere to the proper withdrawal procedures.

INSURANCE

The College assumes no responsibility for injuries or losses sustained on the campus by any student. Opportunity will be provided, however, for students to obtain group hospitalization insurance at each registration period.

REGISTRATION

Students must register on the day designated for registration. Late registration is permitted within one week after classes start, but only with the approval of the Registrar and Dean.

TRANSCRIPTS OF RECORDS

Upon request of the student, a record of academic credit earned at the College of the Albemarle will be sent to any college or university.

Each student is entitled to one official transcript of his work without charge, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

FINANCIAL AID FOR STUDENTS

In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To assist wherever possible, the College of the Albemarle has arranged its financial aid program so that scholarship grants, loans and employment all play an important part.

Awards are based upon consideration of merit and need. Merit is judged by the same factors considered in connection with admission—high school achievement, scores on the College Entrance Board Test, recommendations and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family. Gross income, the number of young children, debts, and other obligations such as serious illness are taken into consideration. An outstanding student who is in a position to pay all his own expenses may apply for an honor scholarship as a symbol of merit.

Financial aid is of three types:

Scholarships: These involve direct money grants of waiver of fees. Private donations of scholarships to qualified students were in excess of \$5,500 in 1964-65. Much of this was undesignated

by the donors and available to those wishing to make application. Application should be made to the Scholarship Committee on forms provided by the Registrar.

Loans: A student who qualifies for financial assistance may borrow from the College to cover part of his expenses. Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to transfer expenses from their college years to the years immediately after college when the average graduate experiences an increase in income. The College will participate in the Loan Fund of the National Defense Education Act and presently administers loans through the auspices of the North Carolina Bankers' Student Loan Plan, and the Vocational and Technical Education Student Loan Fund of the North Carolina State Board of Education. Details may be secured from the Office of Student Personnel.

Campus employment: Students are employed in a number of part-time positions such as library, laboratory, shop and clerical assistants. Preference is given to those who demonstrate the need of financial assistance. Help also is given in finding off-campus employment.



STUDENT ORGANIZATIONS AND ACTIVITIES

The College encourages student participation in all activities of student life and campus affairs. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is appointed by the administration for each student group and organization.

The groups currently functioning on the campus are:

1. Student Government Association

All students are automatically members and receive practical experience in responsible citizenship through participation in a program of self-government. Officers are chosen each year, and each class is represented in the Student Government Association. The object of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

2. Class Organizations

Both Freshmen and Sophomore classes are organized with elected student officers and periodic meetings and projects.

3. Varsity Club

The Varsity Club awards monograms to those who have revealed marked ability in athletic events. The object of the club is to encourage sportsmanship.

4. Student Publications

A college year book is published annually by the student staff. The publication of a college newspaper is being planned for 1966.

5. College Choir

The choir draws its membership from students with vocal talent. Concerts are planned throughout the school year.

6. Political Union

The purpose of this non-partisan group is to stimulate interest in federal, state and local political institutions in the United States and to encourage participation of both students and faculty in the civic and governmental affairs of their respective communities. Meetings are open to all college students.

7. Science Club

Represents the natural sciences and mathematics. Its aim is to stimulate an intelligent interest in science. Programs of scientific interest are held at regular monthly meetings.

8. The Satyrs

The club is composed of students interested in the theatre. It presents plays each year for College and community audiences. Various phases of drama and acting are discussed at its regular meetings.

9. Circle K

This is a service club composed of young men interested in civic affairs. This club is sponsored by the Elizabeth City Kiwanis Club.

10. Language Clubs

Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.

11. Phi Beta Lambda

This is the college division of the Future Business Leaders of America. The chapter is open to all students who are regularly enrolled in the Business Department. The membership is open to students preparing for careers in business or in business teaching. This chapter, which is affiliated with both the state and national organizations, provides a means for social contacts within the department and for the sponsoring of educational programs.

12. Phi Theta Kappa

This is a national scholastic fraternity holding the same status in the community or Junior college that Phi Beta Kappa holds in the four year college. The Nu Nu chapter of ϕ TK was chartered and organized at COA in April 1964. Membership is chosen on the basis of high scholastic standing, character, leadership and service on the campus.

13. Cheerleaders

A pep squad is organized each year to provide cheers for the basketball team. The cheerleaders preside at all pep assemblies. Selection of the cheerleaders is made by a committee of the faculty. Every candidate must try out each year regardless of previous membership on the cheerleading squad, and must not be on academic probation.

14. Tec Club

The membership of the Tec Club is made up of students in Technical-Vocational division of the College of the Albemarle. The purpose of the club is to promote unity among its members, and to motivate interest in vocational and industrial education.

REQUIREMENTS FOR GRADUATION

College Parallel Curricula (Liberal Arts, Bus. Adm., Bus. Ed.)

	Sem. Hrs.
English Composition	6
Humanities	9
Social Science	9
Science and Math	11
P. E.	4
	39
Electives	25
Total	64

Terminal Curricula (Bus. Adm., Bus. Ed.)

English Composition	6
Humanities	3
Social Sciences	9
Math (Business Math)	3
P. E.	4
	25
Electives	39
Total	64

Technical Curricula (Drafting & Design, Electronics)

English Composition	6
Sociology	3
Economics	3
Physics	8
Math	6
P. E.	4
Electives	6
Technical Courses	30-31
	66-71*

Students must have a "C" average with at least 64 semester hours of credit before being eligible for graduation.

* Terminal students are required to complete 13-15 additional semester hours in the particular technology.

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102 (Intro. to Lit.)	3
HIS 101 (Survey of West. Civil.)	3	HIS 102	3
BUS 150 (Personal Finance)	3	BUS 121 (Intro. to Business)	3
PED 101	1	BUS 122 (Business Math)	3
Electives	4	PED 102	1
		Electives	3
	14		16

First Semester		Second Semester	
ENG 201 or 205 (Eng. or Amer. Lit. Survey)	3	ENG 210 (Public Speaking)	3
BUS 211 (Accounting)	4	BUS 212	4
BUS 221 (Business Law)	3	BUS 225 (Communications)	3
ECO 201 (Prin. of Economics)	3	ECO 202	3
PED 201	1	PED 202	1
Electives	3	Electives	3
	17		17

First Semester		Second Semester	
ENG 101 (English Composition)	3	ENG 102 (Intro. to Lit.)	3
HIS 101 (Survey of West. Civil.)	3	HIS 102	3
BUS 101 (Typewriting)	2	BUS 102	2
BUS 105 (Shorthand)	3	BUS 106	3
BUS 121 (Intro. to Business)	3	BUS 122 (Business Math)	3
PED 101	1	BUS 150 (Personal Finance)	3
	15	PED 102	1
			18

First Semester		Second Semester	
ENG 210 (Public Speaking)	3	BUS 206 (Transcription)	2
BUS 205 (Shorthand)	2	BUS 212	4
BUS 211 (Accounting)	4	BUS 225 (Communications)	3
BUS 221 (Business Law)	3	PED 202	1
PED 201	1	Electives	5
Electives	3		15
	16		

DRAFTING AND DESIGN

First Year

First Semester		Second Semester	
MAT 101	3	MAT 102	3
ENG 101	3	T ENG 102	3
DFT 101 (Drafting I)	4	DFT 102	4
T DES 101 (Mat'ls, Tools, Proc.)	3	T DES 102	3
T ELC 101 (Basic Electricity)	3	T ELN 105D (Basic Electronics)	3
PED 101	1	PED 102	1
	17		17

Second Year

First Semester		Second Semester	
ENG 210 (Public Speaking)	3	T SOC 101 (Indus. Org. & Mgmt.)	3
ECO 201	3	PHY 202 or T PHY 202	4
PHY 201 or T PHY 201	4	T DFT 202 (Drafting II)	3
T DFT 201 (Drafting II)	3	T DES 201 (Metallurgy)	3
T ELN 205D (Indus. Controls)	3	T ELC 103D (Indus. Elec.)	3
PED 201	1	PED 202	1
	17		17

Summer Session			
T DES 202 (Jig & Fixture Design)	3	T MAT 204 (Descriptive Geometry)	3
T DES 203 (Strength of Mat'ls.)	3		15
T DFT 203-204 (Design Drafting)	6		

ELECTRONICS TECHNOLOGY

First Year

First Semester		Second Semester	
MAT 101 (College Algebra)	3	MAT 102 (Trigonometry)	3
ENG 101 (English Composition)	3	T ENG 102 (Technical Writing)	3
T ELC 101 (Direct Current Elec.)	5	T ELC 103 (Indus. Elec.)	5
DFT 101 (Eng. Drawing)	3	DFT 102	3
T DES 101-102 (Mat'ls, Tools, Proc.)	3	T ELN 105 (Basic Electr.)	5
PED 101	1		19
	18		

Second Year

First Semester		Second Semester	
ENG 210 (Public Speaking)	3	T SOC 220 (Indus. Organ. & Mgmt.)	3
ECO 201	3	PHY 202 or T PHY 222	4
PHY 201 or T PHY 221	4	T ELN 203 (Com. Electronics)	5
T ELN 205 (Indus. Controls)	5	T ELN 207 (Transistor Electr.)	5
PED 201	1	PED 202	1
	16		18

Summer Session			
T ELN 201 (Circuit Analysis)	5	T ELN 211 (Microwave Electronics)	3
T ELN 209 (Computer Electronics)	5		13



COURSES OF INSTRUCTION

All college preparatory courses are indicated by a three-letter prefix and number below 100. All Freshman courses should be indicated by a three-letter prefix and numbers ranging between 100-200. All Sophomore courses are indicated by a three-letter prefix and numbers ranging between 200-300. In Freshman and Sophomore technical courses a "T" is inserted preceding the prefix and number. Courses in sequence are indicated by a hyphen, for example 101-102 must be taken in that order.

BIOLOGY

- | | | |
|--------------|---|------|
| BIO 101, 102 | General Biology | 4, 4 |
| | 101. Zoology—An introduction to the science of animal life, beginning with the unicellular animals and terminating with a survey of the vertebrates. Basic anatomy, physiology, and ecological adaptations are emphasized. Three lecture hours, three laboratory hours. | |
| | 102. Botany—A study of the various plant groups from one-celled forms through vascular plants. Angiosperm structures and physiology are emphasized. Fundamental biological principles are included as an integral part of this course, including a thorough coverage of elementary genetics. Three lecture hours, three laboratory hours. | |
| BIO 201-202 | Comparative Chordate Anatomy | 4-4 |
| | A thorough coverage of chordate anatomy, with emphasis on a comparative study of the organ systems. Evolutionary principles and relationships between chordate groups are stressed. Three lecture hours, three scheduled laboratory hours. (Note: Unscheduled laboratory work will be needed to cover exercises satisfactorily.) | |
| | Prerequisites: Biology 101 and 102. | |
| BIO 205 | Human Anatomy | 4 |
| | A study of the human body, with special emphasis on the skeletal, muscular, circulatory, respiratory, nervous and reproductive systems. Designed to give the student a comprehensive understanding of basic human structure. | |
| | Prerequisites: Biology 101 and 102. Three lecture hours, three laboratory hours. | |
| BIO 206 | Human Physiology | 4 |
| | A study of the basic functions of the various vertebrate systems, with special emphasis on the human. | |
| | Prerequisites: Biology 101 and 102, Biology 205, or the instructor's permission. Three lecture hours, three laboratory hours. | |
| BIO 210 | Ecology | 4 |
| | A study of basic ecological principles, with special emphasis upon the faunal and floral communities native to Eastern North Carolina. Field trips will be taken for collection and observation purposes. | |
| | Prerequisites: Biology 101 and 102. Three lecture hours, three laboratory hours. | |

BUSINESS ADMINISTRATION

BUS 121	Introduction to Business 3 A comprehensive introductory analysis of all aspects of the field of business today, including organization, methods of operation, forms of ownership, business functions and problems of management.
BUS 122	Business Mathematics 3 The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, discounting negotiable instruments, payrolls, insurance, commissions, graphs, statistics.
BUS 150	Personal Finance Covers all phases of personal and family finance: budgeting, borrowing, charge accounts, installment buying, insurance, home buying, taxes, social security, investments, estate planning.
BUS 211	Principles of Accounting 4 A study of the basic accounting concepts as applied to a single proprietorship. Practical problems requiring students to use journals and general ledgers; preparation and analysis of work sheets, the balance sheet and income statement. Introduces basic concepts of internal control. Two and a half lecture hours, two and a half laboratory hours.
BUS 212	Principles of Accounting 4 Provides a basic knowledge of accounting principles as applied to partnerships and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements. Two and one half lecture hours, two and one half laboratory hours. Prerequisite: BUS 211
BUS 221	Business Law 3 A study of law as it applies to ordinary business transactions, including the making of contracts, principal and agent, negotiable instruments, principal and surety, insurer and insured. The purpose is to give students an understanding of the essential laws that affect business and social life.
BUS 222	Business Law 3 A continuation of BUS 221. Concerns bailments, sales, partnerships, corporations, real estate and torts. Prerequisite: BUS 221.
BUS 225	Business Communications 3 A study of the principles of modern written business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. Prerequisite: English 101.
BUS 251	Marketing 3 A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior; marketing consumer goods; the ways middlemen's activities affect the manufacturer's sales strategy.
BUS 252	Salesmanship 3 Principles of effective selling; professional aspects of

personal selling; qualifications and obligations of salesmen. Preparation for and execution of sales demonstrations required.

- BUS 253** **Retailing** 3
Principles and methods of retailing in relation to store, locations, layout, organization, operation, merchandising, sales promotion, and control. Recent revolutionary trends are emphasized.
Prerequisite: BUS 251.

BUSINESS EDUCATION

- BUS 100** **Personal Typing** 2
Designed to fill the need for all students who wish to learn how to use the typewriter as a personal writing tool. For people in all walks of life whose jobs require a degree of writing proficiency, the course provides instruction in how to type and how to prepare papers common to their fields. Basic skill techniques are stressed; composition at the machine; making outlines, reports; typing book reviews, tables, minutes, and other typed documents.
- BUS 101, 102** **Typewriting** 2, 2
First semester: Mastery of keyboard and development of basic techniques leading to speed and accuracy.
Second semester: Production speed and accuracy are further developed by mastery of correct typewriting techniques, with application of skills in typing business letters, manuscripts, statistical tabulation, minutes, reports, legal documents, and business forms.
- BUS 105** **Beginning Shorthand** 4
Emphasis is placed on the mastery of the word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques. (Class meets five class periods weekly.)
- BUS 106** **Intermediate Shorthand** 3
Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material.
- BUS 205** **Advanced Shorthand** 3
Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material, including introduction to transcription.
- BUS 206** **Transcription** 1
Intensive drill is given in the production of mailable transcripts, with dictation speeds approaching 120 words a minute.

CHEMISTRY

- CHM 101-102** **General Chemistry** 4-4
A study of the fundamental principles and theory of inorganic chemistry and organic chemistry; with an introduction to biochemistry and nuclear chemistry.
Three lecture hours and one laboratory period of three hours a week.
- CHM 201** **Qualitative Analysis** 4
Theory of physical chemistry, dissociation constants, solu-

bility product, hydrolysis complexions, and oxidizing potential to analytical separations. The semi-micro technique is used in the laboratory.

Prerequisite: Chemistry 101-102. Three class hours, and one laboratory period of three hours a week.

CHM 202	Quantitative Analysis	4
	The theory of this type of analysis with emphasis on the gravimetric and volumetric methods.	
	Prerequisite: Chemistry 101-102. Two class hours and two laboratory periods of three hours a week.	

DESIGN

T-DES-101-102	Materials, Tools & Processes	3-3
	An overall view of the methods and procedures used to transform raw materials into finished products. Characteristics of metals, woods and plastics and how these characteristics affect the selection and use of materials and methods of production in the manufacture of an object. Unit production system, sand casting, forging and allied processes, welding, sheet metal working processes, and wood-working processes constitute areas of study. Mass-production methods and design factors in areas of casting, forging, molding, pressing, drilling, boring, reaming, turning, grinding, milling, and surface finishing.	
T-DES-201	Metallurgy	3
	Properties of metals and various methods of changing these properties, classifications of metals, powder metallurgy and factors contributing to production and selection of metals for use.	
T-DES-202	Jig & Fixture Design	3
	Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design.	
T-DES-203	Strength of Materials	3
	Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static impact varying and dynamic. Analyses of stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components. Prerequisite: PHY. 201.	

DRAFTING

DFT 101-102	Engineering Drawing	3-3
	A basic treatment of modern conventions, theory and practice of engineering drawing. Instruction is given in the care and use of instruments, drawing materials and scales, methods of procedure in drawing, freehand lettering.	
T-DFT 101-102	Technical Drafting I	4-4
	Introduction to drafting and design. Basic skills; use of equipment; lettering; sketching; geometric construction; orthographic drawing; dimensioning and noting; primary and secondary views; revolutions and sections; graphical analysis.	

T-DFT 201-202 **Technical Drafting II** 3-3
 Intersections and developments; model solutions; isometric and oblique; dimetric and trimetric projections; charts, graphs, nomographs; screw threads, springs, key, rivets, piping and welding symbols. Basic mechanisms of motion transfer. Basic design.

T-DFT 203-204 **Design Drafting** 3-3
 Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course. Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments.

ECONOMICS

ECO 201-202 **Principles of Economics** 3-3
 Fundamental principles underlying basic economic concepts and the problems of modern economic society. First semester surveys the nature of our private enterprise system, the role of government, evaluates our credit structure, and introduces national income accounting and analysis. Second semester devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.

EDUCATION

EDU 201 **Introduction to the Study of Education** 3
 For students beginning professional training in teacher education. To acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.

EDU 202 **Educational Psychology** 3
 Inherited tendencies, laws of learning, laws of teaching, habit formation, individual differences, formation of correct ideals and attitudes.

ELECTRONICS

T-ELC-101 **Basic Electricity** 5
 Electron theory, basic circuits, cells and batteries, resistance, Ohm's law, Kirchhoff's laws, Thevenin's Theorem, Norton's Theorem, and superposition principle, magnetism, electromagnetism, inductance, capacitance, reactance, impedance, alternating current, phase relationships, resonance, transformers. Introduces basic principles of generators, motors, polyphase systems, measuring instruments, thermionic emission, vacuum tubes, vacuum tube characteristics, simple rectifiers, audio amplifiers, detector circuits, amplitude modulation, simple transmitters, superheterodyne receivers, transistor fundamentals and circuits, use of instruments. Five lecture hours, six laboratory hours.

T-ELC-103 **Industrial Electricity** 5
 Industrial and residential wiring systems, National Electrical code, electric lighting, wiring tables, DC motors,

generators and controls, AC motors, generators and controls, transformer design and construction, power systems, distribution systems voltage regulation, industrial instrumentation, industrial safety, conduit layout and installation. Five hours lecture, six hours laboratory.
Prerequisite: T ELC 101.

T-ELN-105

Basic Electronics

5

Advance vacuum tube theory, mutual conductance, load lines, power supplies, classes of audio amplifiers, frequency response, distortion analysis, inverse feedback, impedance matching, power amplifier circuits, audio oscillators, radio frequency oscillators, signal generators, analysis of the oscilloscope, sweep generators, radio frequency amplifiers, frequency modulation, demodulation systems, antennas, transistor characteristics, transistor circuits, pulse and switching circuits, wave shaping circuits, frequency measurements. Five lecture hours, six hours laboratory.

Prerequisite: T ELC 101.

T-ELN-201

Circuit Analysis

5

A comprehensive analysis of the television receiver with the objective of relating the various circuits contained within the receiver to industrial applications. The design, construction and operation of the television system, television cameras and chains, receiver design, color TV systems, transmission lines, antenna design, checking of various circuits for frequency response, bandwidth, gain, faults, and operational characteristics.

Prerequisite: T ELN 105.

T-ELN-203

Communication Electronics

5

Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, single side band, keying systems, linear amplifiers, broadcast equipment, amateur transmitters, frequency measurements, modulation measurements, antenna matching, antenna design, FCC regulations, communication receivers. Five hours lecture, six hours laboratory.

Prerequisite: T ELN 105.

T-ELN-205

Industrial Controls

5

Industrial rectifiers, industrial dry disk rectifiers, photo-tube circuits, time delay circuits, precipitrons, voltage doublers, resistance sensitive circuits, AC time delay, weld timers, voltage regulators, pyrometers, phonotron, ignitron and thyrotron circuits, phase shift controls, slope controls, saturable reactors, motor speed control, poly-phase rectifiers, induction heating, dielectric heating, ultrasonics, X-rays, industrial oscillators, invertors, temperature recorders, one-way and two-way register controls, web controls, thymotrol drive units, servo-mechanisms, nyquist analysis, bode analysis, the amplidyne, magnetic amplifiers, selsyns, strain gauges and transducers, telemetry, industrial instrumentation, remote control. Five hours lecture, six laboratory hours.

Prerequisite: T ELN 201.

T-ELN-207

Transistor Electronics

5

Transistor characteristics, transistor amplifiers, oscillators, application to radio-television circuits, and industrial circuits, servicing transistor circuits, developments in transistors. Five hours lecture, six hours laboratory.

Prerequisite: T ELN 105.

- T-ELN-209** **Computer Electronics** 5
 Analog computer circuits, application of analog computer to problems, digital computer circuits, memory circuits read out devices. Five hours lecture, six hours laboratory. Prerequisite: T ELN 105.
- T-ELN-211** **Microwave Electronics** 5
 UHF and microwave generators, Kleptrons, magnetrons, wave guides, transmission lines, traveling wave tubes, cavity resonators, velocity-modulation, field strength indicators, power measurements by balometer, coupling methods, microwave antennas, radar, video amplifiers, pulse modulation, type A scan, plan position radar, receivers, radar antennas, shipboard radar, weather radar, aircraft radar, ground control radar, altimeter, military radar, radio relay systems, multiplexing, pulse communication, Loran, radio navigation systems, sonar. Lecture five hours, six hours laboratory. Prerequisite: T ELN 105

ENGLISH

- ENG 101** **English Composition** 3
 A basic course in writing, which provides training in clear thinking and effective expression; frequent themes, corrective exercises, reading—modern prose, and individual conferences.
- ENG 102** **English Composition** 3
 Study and practice in the several types of writing, with special attention to the preparation of an investigative paper; reading in modern literature, with themes related to the reading. Prerequisite: ENG 101.
- ENG 201** **English Literature Survey** 3
 From Beowulf to 1800, with emphasis upon Shakespeare, Chaucer and Milton.
 *Written analyses: 2000-3000 words during the semester. Prerequisites: ENG 101-102.
- ENG 202** **English Literature Survey** 3
 From 1800 to the present.
 *See English 201.
- ENG 205** **American Literature Survey** 3
 From the Colonial period to Whitman.
 *See English 201.
- ENG 206** **American Literature Survey** 3
 Whitman to the present.
 *See English 201.
- ENG 210** **Fundamentals of Public Speaking** 3
 Speech preparation, composition, and delivery. Practical training in the presentation of short speeches. Prerequisite: ENG 101-102.
- ENG 211, 212** **Journalism** 3, 3
 A general outline of the principles of newspaper practice followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Elizabeth City daily newspaper. Prerequisite: ENG 101-102.

T ENG 102**Technical Writing****3**

The fundamentals of English are utilized as a background for the organization and techniques of modern technical writing. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.

FINE ARTS**MUS 94****Piano**

Preparatory, a course designed for those without sufficient background and technical proficiency to begin the studies and repertoire listed for the first year of college piano, Fine Arts 114. No credit. Open to all students. Fees to be arranged.

MUS 99**Voice**

Preparatory, a course designed for those of insufficient background in vocal arts practice to warrant the granting of college credit, or who do not wish to study voice for credit. Fees to be arranged.

ART 101, 102**History of Art****3, 3**

History of art from primitive times to the present covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook. Open to all students.

First Semester: Pre-historic to High-Renaissance.

Second Semester: High-Renaissance through the present.

MUS 105, 106**History of Music****3, 3**

A historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation and enjoyment of music. Parallel reading assignments and reports. Recorded music examples. Open to all students.

First Semester: Theories on the origin, nature and function of music. Music materials and mediums. Primitive and pre-Christian music, early Christian Romanesque, Gothic and Renaissance music.

Second Semester: A study of Baroque, Classic, Romantic, Post-Romantic, Twentieth Century music.

MUS 107-108**Music Theory I****4-4**

Covers rhythm, scales, melodic and basic four-part harmonic writing and dictation. It is advised that all students who plan to work toward a major in music when they transfer should take this course their first year. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all students. Three class hours each week, and one laboratory period of two hours.

MUS 207-208**Music Theory II****4-4**

Covers more advanced harmonic progressions, modulation, dictation, and also simple keyboard harmony. Three class hours each week, and one laboratory period of two hours. Prerequisite: Fine Arts 108.

**MUS 110, 111,
210, 211****Chorus****1, 1, 1, 1**

Study-activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral

music and its practice. Open to all students. At least two public performances each year.

- MUS 223** **Music Fundamentals** 3
 For the student who plans to major in elementary education. Includes rhythm, solfeggio, and basic music knowledge necessary for primary grade school work. Open to all students.
- MUS 112, 113, 212, 213** **Advanced Voice** 1, 1, 1, 1; 2, 2, 2, 2
 First Semester: Emphasis upon correct posture, breathing, intonation, vowel formation, diction; attacking, sustaining, releasing the tone; legato singing phrasing. Repertoire: Folk and folk-like songs in English; simpler early Italian arias.
 Second Semester: Emphasis upon messa di voce, mezzo-voce, scales, arpeggios, simple embellishment, recitative. Repertoire: Simpler songs and arias from the Baroque and Classic periods.
 Third Semester: Emphasis upon portamento; execution of wider intervals, extended scales, and arpeggios, more difficult embellishments. Repertoire: More difficult songs and arias from the Baroque and Classic periods.
 Fourth Semester: Emphasis upon exercises to develop increased agility, detached notes, vocal color. Repertoire: Easy to medium-difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. One lesson, four hours practice weekly: 1, 1, 1, 1. Double lesson, eight hours practice weekly: 2, 2, 2, 2. Fees to be arranged.
- MUS 114, 115, 214, 215** **Piano** 2, 2, 2, 2
 Open for credit to all students who demonstrate a sufficient background to complete the requirements listed below.
 First year: All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic school.
 Second year: All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Bach Two- and Three-Part Inventions. More difficult sonatas of Mozart and Beethoven, and compositions of Schubert, Schumann, Chopin, and Brahms. Some pieces from the modern composers. Fees to be arranged. For two hours credit each semester: one hour private lesson each week, eight hours a week practice.
- MUS 116, 117, 216, 217** **Organ** 2, 2, 2, 2
 Open to all students who have completed Fine Arts 115 or can demonstrate in audition a similar technical proficiency of piano playing. First year: A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's *Eight Little Preludes and Fugues* should be completed, together with some chorale preludes from his *Orgelbuchlein* and some easy compositions by other composers. As soon as feasible, hymn-playing will become a part of each lesson.
 Second year: Completion of the *Eight Little Preludes and Fugues* and study of other Bach such as the "Toccata and Fugue in D Minor," "Prelude and Fugue in E Minor" (Cathedral). Additional chorale preludes from *The Liturgical Year*, a Mendelssohn Sonata, some pieces from pre-

Bach, Romantic, and Modern schools of organ composition, and church service playing will be studied. Fees to be arranged. For two hours credit each semester: one hour private lesson each week, eight hours a week practice.

- DRA 121, 122** History of the Theatre 3, 3
- DRA 121:** The history of the great periods of theatre from the Greek classical to the Elizabethan, emphasizing types and styles of drama, dramatic literature, acting, directing, costuming, and the physical plant.
- DRA 122:** A continuation of the study of periods of the theatre from the French neo-classical to the contemporary, emphasizing the above aspects as well as those of stage lighting, scenic design, stage makeup, and sound effects.

FRENCH

- FRE 101-102** Elementary French 3-3
An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102.
- FRE 151-152** Intermediate French 3-3
A systematic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills.
Prerequisite: Two years of high school French or French 101-102.
- FRE 201-202** French Conversation 3-3
First Semester: French conversation and composition. The object is to give students practice in spoken French and in original composition.
Second Semester: French conversation and civilization. Subjects of general interest are discussed in French. Various phases of French civilization are considered.

GEOGRAPHY

- GEO 101** Principles of Geography 3
The physical world and its relation to man with special emphasis upon the effects of climatic differences on population, distribution and human occupations. Required for certification for elementary school teachers.
- GEO 102** Geography of North America 3
The geographical regions of the continent, climates, industries, natural resources, and human response to environment. Geomorphology provinces, urban pattern, and political geography of the United States are treated. The student prepares numerous maps and tables.

GEOLOGY

- GEL 101** Principles of Geology 4
The earth, its origin and history; the processes that have produced and are producing change in its features; common minerals and rocks; map interpretation. Three hours class, three hours laboratory.

HISTORY AND GOVERNMENT

- HIS 101, 102** **A Survey of Western Civilization** 3, 3
European history from the era of pre-history to the present. The cultural and social development of the various ancient and European cultures is given equal emphasis with the course of events in political and economic spheres. History 101 from pre-history to the 17th century. History 102 from 17th to the present.
- HIS 201, 202** **A Survey of American History** 3, 3
American history from the period of discovery and colonization to the present. Emphasis is upon certain fundamental themes in American history and forces that have shaped American life. History 201 covers the period from discovery to 1865; History 202, the years from 1865 to the present.
- HIS 205** **North Carolina History** 3
The history of North Carolina from its colonial beginning to the present. Political, agricultural, industrial, religious, educational, literary and social developments receive proper attention.
- POL 211** **United States Government** 3
A study of the national government with emphasis on its development, organization, function and powers.
- POL 212** **State and Local Government** 3
A study of the organization functions and powers of state and local government in the United States. Emphasis given to state and local governments in North Carolina. Prerequisite: None, recommended POL 211.

MATHEMATICS

- MAT 100** **Introduction to Mathematics** 3
A study of sets, relations, operations, functions, systems of numeration, real numbers, logic and the deductive method. Recommended for all elementary school majors and for all students with less than two years of high school algebra. It is the student's responsibility to find out whether the school to which he plans to transfer will accept MAT 100 as transfer credit or whether MAT 101-102 is needed. Students who have received credit for MAT 101 cannot take MAT 100 for credit.
- MAT 101** **College Algebra** 3
Sets, functions, graphs, an axiomatic treatment of the real numbers as complete ordered field, solution sets of equations, inequalities, matrices and determinants, mathematical induction, logarithms, binomial theorem and progressions, and permutations, combinations and probability.
Prerequisite: Two years of high school algebra and a sufficiently high score on Math Placement Test.
- MAT 102** **Trigonometry** 3
The solution of right and oblique triangles both with and without logarithms; trigonometric identities and trigonometric equations; complex numbers; line functions and graphic representation.
Prerequisite: MAT 101.

MAT 114	Integrated Algebra and Trigonometry	5
	Covers the topics included in MAT 101 and MAT 102 at an accelerated rate. Prerequisite: consent of instructor.	
MAT 201-202-203	Calculus and Analytic Geometry I, II, and III	4-4-4
	A study of coordinate systems, loci, limits, differentiation, integration, applications, series, partial differentiation, and multiple integration. Prerequisite: MAT 102 or MAT 114. Class meets five times each week.	
T MAT 204	Descriptive Geometry	3
	Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.	
MAT 250	Differential Equations	3
	A study of the solution of ordinary differential equations. Prerequisite: MAT 202.	

PHILOSOPHY

PHI 201	Philosophy	3
	A course designed to introduce to the student the major systems of philosophy, from the early Greeks to the medieval period. An examination of the pre-Socratics, Plato, Aristotle, Epicureanism, Stoicism, Neoplatonism, Greek Skepticism and Christian thought.	

HEALTH AND PHYSICAL EDUCATION

PED 101-102	Physical Education	1-1
	Basically designed for the development of muscular strength, muscular endurance and circulorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge and physiology of exercise information is an integral part of this course.	
PED 201-202	Physical Education	1-1
	Phase I: Major emphasis is on activities that develop a high degree of physical fitness, with individual motor skill development stressed. Phase II: Skill development in activities that the individual student may engage in after graduation from college.	
PED 105, 106	Hygiene	1, 1
	Designed to present basic personal health knowledge, and to develop proper health habits and attitudes in the individual.	

PHYSICS

PHY 201-202	General Physics	4-4
	Mechanics, heat, sound, light and electricity. Examples and experiments given throughout the entire course with a view to rendering it practical. Training in the manipu-	

lation of instruments, and practice in properly recording and reducing the experimental data. Three class hours, three laboratory hours.

Prerequisite: MAT 101-102.

- PHY 204** Meteorology 4
Atmosphere, observation and instruments, evaporation, condensation, precipitation, adiabatic temperature changes, stability and instability, temperature variations and their relation to weather phenomena, wind systems, air masses, fronts, cyclones and anticyclones, weather analysis, weather forecasting, weather maps and sequence reports, and climate. Three class hours, three laboratory hours.
- T-PHY-221** Fundamental Physics I: Properties of Matter 4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
Prerequisite: None.
- T-PHY-222** Fundamental Physics II: Work, Energy, Power 4
The major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: T-Phy 221, MAT 100-101.

PSYCHOLOGY

- PSY 201** General Psychology 3
An introductory course intended to give the student a general and scientific knowledge of behavior, to lay the foundation for further psychology work, and to provide a psychological basis for the study of education, sociology and philosophy.

SOCIOLOGY

- SOC 201** Introductory Sociology 3
The origins and development of culture, the nature of personality and its relation to society, forms of collective behavior, community and social organization, and the basic social problems.
- T SOC 101** Industrial Psychology: Human Relations 3
Principles of interpersonal relations including a consideration of motivation, feelings, emotions, and learning with reference to their applications to on-the-job situations; personal and group dynamics and self-adjustment.
- T SOC 220** Industrial Organization & Management 3
Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.

SPANISH

- SPA 101-102** **Elementary Spanish** 3-3
Pronunciation, grammar, oral and written exercises, conversation, dictation and essay, introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102.
- SPA 151-152** **Intermediate Spanish** 3-3
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), both Spanish and Spanish-American writers. Prerequisite: Spanish 101-102 or two years of high school Spanish.
- SPA 201-202** **Spanish Conversation** 3-3
First Semester: Spanish conversation and composition. The object is to give students practice in spoken Spanish and in original composition.
Second Semester: Spanish conversation and civilization. Subjects of general interest are discussed in Spanish. Different phases of Spanish and Spanish-American civilization are considered.

VOCATIONAL EDUCATION PROGRAM

OBJECTIVES OF THE VOCATIONAL DEPARTMENT:

The purpose of the vocational department is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare for initial employment, retraining for new skills, or for advancement in their chosen vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

GENERAL REQUIREMENTS:

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school, or he may present a High School Equivalency Certificate.

An applicant must be 18 years of age, and not attending a school at the high school level. A General Aptitude Test Battery must be taken at the Employment Security Commission and results forwarded to the College.

CLASS ATTENDANCE:

Students are expected to attend all classes. Make-up work to cover materials of missed classes is expected of the student.

Absences for any reason are the responsibility of the student, and missing more than twenty-five percent of the class meeting hours subjects the individual to be dropped from the course with a grade of "F." The student may appeal to the Dean of the Technical and Vocational Division in the case of extreme emergency.

SYSTEM OF GRADING:

- A—Excellent
- B—Good
- C—Fair
- D—Passing
- F—Failure
- I—Incomplete

A grade of "I" (Incomplete) must be removed before the end of the following semester, or it will automatically be changed to an "F" and the subject must be repeated.

WITHDRAWALS:

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Dean of the Technical and Vocational Division and the business office. Any student who leaves the program without written permission will receive a mark of "F" in all courses. Application for withdrawal should be made to the office of Technical-Vocational Education.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE:

A certificate of completion is awarded the student who successfully completes the prescribed trade or adult program of instruction.

Award of certificates is also based upon payment of all financial obligations owed to the College.

A certificate of graduation and pin will be given the students who successfully complete the Nursing Program.

TUITION COSTS:

All students are required to pay a \$2.00 registration fee that is not refundable.

The Nurse program has an annual fee of \$120.00.

Part-time vocational courses are \$9.00 each.

Full-time day vocational programs are \$45.00 per semester.

Out of state student tuition is \$112.50 per semester.

REGISTRATION:

Students must register on the day designated for registration. Late registration is permitted within one week after classes start but only with the approval of the Registrar and Dean and upon payment of a \$2.00 late registration fee.

REFUNDS:

Refunds of two-thirds of the tuition paid will be made when withdrawal occurs before the end of the first month of the semester. This policy applies to evening school as well as day school, but not to the Summer Session.

PROGRAMS OF STUDY

Automotive Mechanics Trade

First Semester		Hours per week			
		Class	Lab.	Shop	Prac.
AUT 1100	Automotive Engines	3	0	9	
MAT 1000	Fundamentals of Mathematics	5	0	0	
MEC 1230	Blueprint Reading I	4	0	0	
ENG 1020	Reading Improvement	2	0	0	
		14	0	9	

Second Semester

AUT 1110	Automotive Electrical & Fuel Systems	3	0	12	
MAT 1010	Vocational Mathematics	3	0	0	
PHY 1040	Applied Physics I	1	2	0	
MEC 1250	Structure of Metals	3	0	0	
ENG 1030	Communication Skills	2	0	0	
		12	2	12	

Third Semester

AUT 1120	Automotive Power Train Systems	3	0	6	
AUT 1130	Automotive Chassis & Suspension	2	0	6	
PSY 1060	Human Relations	2	0	0	
ISC 1070	Industrial Organizations and Management Procedures	3	0	0	
AUT 1140	Automotive Air Conditioning	2	0	0	
PHY 1050	Applied Physics II	1	2	0	
WLD 1400	Oxyacetylene Welding	1	2	0	
		14	4	12	

Machinist Trade

First Semester

MEC 1200	Machine Shop Theory & Practice I	3	0	15	
MAT 1000	Fundamentals of Mathematics	5	0	0	
MEC 1230	Blueprint Reading I	4	0	0	
ENG 1020	Reading Improvement	2	0	0	
		14	0	15	

WITHDRAWALS:

A student who withdraws from the vocational day program is expected to confer with his advisor and clear through the Dean of the Technical and Vocational Division and the business office. Any student who leaves the program without written permission will receive a mark of "F" in all courses. Application for withdrawal should be made to the office of Technical-Vocational Education.

REQUIREMENTS FOR DIPLOMA OR CERTIFICATE:

A certificate of completion is awarded the student who successfully completes the prescribed trade or adult program of instruction.

Award of certificates is also based upon payment of all financial obligations owed to the College.

A certificate of graduation and pin will be given the students who successfully complete the Nursing Program.

TUITION COSTS:

All students are required to pay a \$2.00 registration fee that is not refundable.

The Nurse program has an annual fee of \$120.00.

Part-time vocational courses are \$9.00 each.

Full-time day vocational programs are \$45.00 per semester.

Out of state student tuition is \$112.50 per semester.

REGISTRATION:

Students must register on the day designated for registration. Late registration is permitted within one week after classes start but only with the approval of the Registrar and Dean and upon payment of a \$2.00 late registration fee.

REFUNDS:

Refunds of two-thirds of the tuition paid will be made when withdrawal occurs before the end of the first month of the semester. This policy applies to evening school as well as day school, but not to the Summer Session.

PROGRAMS OF STUDY

Automotive Mechanics Trade

First Semester		Hours per week			
		Class	Lab.	Shop	Prac.
AUT 1100	Automotive Engines	3	0	9	
MAT 1000	Fundamentals of Mathematics	5	0	0	
MEC 1230	Blueprint Reading I	4	0	0	
ENG 1020	Reading Improvement	2	0	0	
		14	0	9	

Second Semester

AUT 1110	Automotive Electrical & Fuel Systems	3	0	12	
MAT 1010	Vocational Mathematics	3	0	0	
PHY 1040	Applied Physics I	1	2	0	
MEC 1250	Structure of Metals	3	0	0	
ENG 1030	Communication Skills	2	0	0	
		12	2	12	

Third Semester

AUT 1120	Automotive Power Train Systems	3	0	6	
AUT 1130	Automotive Chassis & Suspension	2	0	6	
PSY 1060	Human Relations	2	0	0	
ISC 1070	Industrial Organizations and Management Procedures	3	0	0	
AUT 1140	Automotive Air Conditioning	2	0	0	
PHY 1050	Applied Physics II	1	2	0	
WLD 1400	Oxyacetylene Welding	1	2	0	
		14	4	12	

Machinist Trade

First Semester

MEC 1200	Machine Shop Theory & Practice I	3	0	15	
MAT 1000	Fundamentals of Mathematics	5	0	0	
MEC 1230	Blueprint Reading I	4	0	0	
ENG 1020	Reading Improvement	2	0	0	
		14	0	15	

Second Semester

Course Title	Hours per week		
	Class	Lab. Shop	Prac.
MEC 1210 Machine Shop Theory & Practice	3	0	13
MAT 1010 Vocational Mathematics	3	0	0
MEC 1240 Blueprint Reading II	2	0	0
PHY 1040 Applied Physics I	1	2	0
MEC 1250 Structure of Metals	3	0	0
ENG 1030 Communications Skills	2	0	0
	14	2	13

Third Semester

MEC 1220 Machine Shop Practice	0	0	13
PHY 1050 Applied Physics II	1	2	0
PSY 1060 Human Relations	2	0	0
MEC 1260 Heat Treating Practice	0	0	3
MEC 1270 Industrial Specifications	2	0	0
ISC 1070 Industrial Organizations and Management Procedures	3	0	0
WLD 1400 Oxyacetylene Welding	1	2	0
	9	4	16

Radio-Television Repair**First Semester**

MAT 1000 Fundamentals of Mathematics	5	0	0
ELN 1300 Electronic Fundamentals	7	5	15
ENG 1020 Reading Improvement	2	0	0
	14	5	15

Second Semester

MAT 1010 Vocational Mathematics	3	0	0
ELN 1310 Radio & Receiver Service	3	5	13
ISC 1070 Industrial Organizations and Management Procedures	3	0	0
PHY 1040 Applied Physics I	1	2	0
ENG 1030 Communication Skills	2	0	0
	12	7	13

Third Semester**Hours per week**

Course Title		Class	Lab.	Shop	Prac.
ELN 1320	TV & Receiver Service	10	5	13	
PSY 1060	Human Relations	2	0	0	
PHY 1050	Applied Physics II	1	2	0	
		13	7	13	

Welding Trade**First Semester**

WLD 1400	Oxyacetylene Welding & Cutting	3	0	12
MAT 1000	Fundamentals of Mathematics	5	0	0
MEC 1230	Blueprint Reading I	5	0	0
ENG 1020	Reading Improvement	2	0	0
		15	0	12

Second Semester

WLD 1410	Arc Welding	3	0	12
MAT 1010	Vocational Mathematics	3	0	0
ELC 1450	Basic Electricity	3	0	0
MEC 1240	Blueprint Reading II	1	0	0
MEC 1250	Structure of Metals	3	0	0
ENG 1030	Communication Skills	2	0	0
		15	0	12

Third Semester

WLD 1440	Mechanical Testing & Inspection	0	0	6
WLD 1420	Inert Gas Welding	1	0	3
WLD 1430	Introduction to Pipe Welding	3	0	9
PSY 1060	Human Relations	2	0	0
ISC 1070	Industrial Organizations and Management Procedures	3	0	0
		9	0	18

COURSES OF INSTRUCTION

GENERAL EDUCATION

- PHY 1040** **Applied Physics I**
Introductory physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, and gases.
- PHY 1050** **Applied Physics II**
Basic principles of electricity, types of electricity and its production, transmissions, and transformation. Such factors as the electron theory, electrical measurement, magnetism, electromagnetism, and the magnetic effects of electricity constitute major areas of study.
Prerequisite: PHY 1040.
- MEC 1230** **Blueprint Reading I**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
- MEC 1240** **Blueprint Reading II**
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.
Prerequisite: MEC 1230
- ENG 1030** **Communication Skills**
Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problems.
- MAT 1000** **Fundamentals of Mathematics**
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurements of surface and volumes. Introduction to algebra used in trades and shop practices. Practice in depth.
- MEC 1260** **Heat Treating Practice**
Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating.
Prerequisite: MEC 1250.
- PSY 1060** **Human Relations**
Development of understanding of relationships to other persons through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization, with special emphasis on the operating responsibilities of good management.

- ISC 1070** **Industrial Organizations and Management Procedures**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- MED 1270** **Industrial Specifications**
Organizing and studying machine tool and hand tool specifications, job sheets and procedure sheets. Catalogs, specifications sheets, and manufacturer's handbooks serve as reference sources.
- ENG 1020** **Reading Improvement**
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition.
- MED 1250** **Structure of Metals**
Elementary and practical approach to metals, their structure, markings, classifications and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc.
- MAT 1010** **Vocational Mathematics**
Fundamental geometric concepts and construction of plane and solid figures, surface and volume measurements, and related problems; introduction to trigonometry of the right triangle. Introduces gear ratio, lead screw and indexing problems with emphasis on application to vocational training. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.
Prerequisite: MAT 1000.

AUTOMOTIVE MECHANICS TRADE

- AUT 1100** **Automotive Engines**
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
- AUT 1110** **Automotive Electrical & Fuel Systems**
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
Prerequisite: AUT 1100
- AUT 1120** **Automotive Power Train Systems**
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
Prerequisite: PHY 1050, AUT 1130

AUT 1130

Automotive Chassis & Suspension

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes.

Prerequisite: AUT 1110

AUT 1140

Automotive Air Conditioning

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

Prerequisite: PHY 1050

MACHINIST TRADE

MEC 1200

Machine Shop Theory & Practice I

An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

MEC 1210

Machine Shop Theory & Practice II

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The students will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

Prerequisite: MEC 1200.

MEC 1220

Machine Shop Practice

Advanced work on lathes, grinders, milling machines and shaper. Introduction to basic indexing, cutting and measuring of gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Development of class project using previously learned procedures in planing, blueprint reading, machine operations, final assembly and inspection. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1200, MEC 1210.

WLD 1400

Oxyacetylene Welding

Basic welding procedures and practice. The trainee will gain experience in the gas welding of small parts and tools. This course will present gas welding as it may be used by the machinist in the repair and manufacture of tools and equipment.

RADIO-TELEVISION REPAIR

ELN 1300

Electronics Fundamentals

A study of DC and AC current, vacuum tubes and cir-

cuits, amplifier systems, voltage and power amplifiers, oscillators and demodulator circuits.

ELN 1310

Radio & Receiver Service

Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis. Use of testing equipment.

Prerequisite: ELN 1300.

ELN 1320

TV Receiver Service

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, trouble-shooting and repair of the color television circuits.

Prerequisites: ELN 1300, ELN 1310.

WELDING TRADE

WLD 1400

Oxyacetylene Welding & Cutting

Introduction in the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction.

WLD 1410

Arc Welding

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.

ELC 1450

Basic Electricity

Study of basic theories of electricity, types of electricity, electron theory, electricity by chemical action, friction and magnetism, induction, voltage, horsepower, amperage, wattage, transformers, wiring, and resistance.

WLD 1420

Inert Gas Welding

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisite: WLD 1440.

WLD 1430

Introduction to Pipe Welding

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed

position using shielded metal arc welding processes according to Section IX of the ASME Code.
Prerequisite: WLD 1410.

WLD 1440

Mechanical Testing & Inspection

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructible, V-notch, Charpy impact, etc.

Prerequisite: WLD 1410.

PRACTICAL NURSE EDUCATION

Practical Nursing I—Fundamentals of Practical Nursing

Central Objectives: To provide an educational background that will enable the learner to render safe and effective bedside nursing to patients of all ages and backgrounds, whose health situation has created a need for nursing assistance in matters of daily living.

Unit I —Introduction to Practical Nursing

Unit II —Understanding self and others

Unit III —Becoming a Health Worker

Unit IV —The Patient's Environment

Unit V —The Nursing Plan

Unit VI —Needs of the Dependent Patient

Unit VII—Observing and Reporting

Course Material:

Basic Science—Body Structure

Bacteriology

Basic Nutrition

Nursing—History

Introduction to Patient Needs

Drugs

Diet Therapy

Health —Personal, Physical, and Mental

Family

Community

Vocational Adjustments—Introduction to Ethics

Introduction to Legal Ethics of
Nursing

Communications in Human Relations

Course Hours:

Time allotment = 330 hours

One quarter = 11 weeks

55 school days

6 hours per day

Admission Requirements:

Must be a citizen of the United States.

Must present evidence of having completed four years of high school, or pass the High School Equivalency Examination.

Must be in good physical and mental health.

Must have written evidence of physical examination by family physician and examination by dentist before admission.

Must be between the ages of 17 and 50.

Must be of good moral character as verified by three references from persons other than relatives.

Must satisfactorily pass pre-entrance tests.

Practical Nursing II—

Central Objective: To learn to recognize and meet nursing needs of Medical-Surgical patients of all ages, of Maternity patients, and of normal newborn infants.

Unit I —Nursing needs related to altered body function.

Unit II —Therapeutic methods in Nursing.

Unit III —PED.—Introduction to care of sick child.

O.B. —Introduction to Maternity Nursing

Med.-Surg.—Introduction to Medical-Surgical Nursing

Unit IV —Nursing Needs of Surgical Patients

Unit V —Administration of Oral Medications

Unit VI —Needs of patients with a long term illness

Unit VII—Needs of patients with communicable diseases

Course Materials:

Nursing Theory

Procedures

Medications

Basic Science

Diet Therapy

Communications and Human Relations

Summary of Unit Hours:

Units I through VII—

Time allotment: 149—213 hours instruction

Prerequisite: Practical Nursing I

Practical Nursing III—

Central Objective: To learn to render effective nursing assistance to patients with common diseases of a subacute nature, including maternity patients with complications and newborn infants with or without complications.

Unit I—PED.—Needs of children in common illnesses

O.B. —Needs of maternity patients with complications and newborn infants with common disorders

Med.-Surg.—Medical-Surgical patients with altered respiratory functions

Unit II —Needs of patients with altered circulatory function

Unit III —Needs of patients with altered gastro-intestinal function

Unit IV —Needs of patients with altered musculo-skeletal function

Unit V —Needs of patients with altered genito-urinary function

Unit VI —Needs of patients with altered endocrine function

Unit VII—Needs of patients with altered nervous system function

Course Material:

Nursing Theory

Procedures

Medications

Basic Science

Diet Therapy

Communications and Human Relations

Community Resources

Clinical Experience—consists of guided activities in all fields of Nursing and is planned to parallel with classroom instruction.
Summary of Unit Hours—Practical Nursing III:

Units I through VII—

Time allotment: 146-211 hours—Instruction—420 hours PED. and O.B.

Prerequisite: Practical Nursing I and II

Practical Nursing IV—

Central Objective: To assist the student in her role as a beginning graduate Practical Nurse in seeking further education

through experiences in her vocation, in active participation in community and civic organizations, and completing her course of study in the Practical Nurse Education Program with basic knowledge in first aid and civil defense.

Unit I —Vocational Adjustment II

Unit II —Professional Relationships II

Unit III—Career Opportunities

Unit IV—Complex and Advanced Nursing

Unit V —First Aid and Disaster Nursing

Unit VI—The Practical Nurse in Civil Defense

Course Material:

Principles of Ethics

Vocational Relationships

Med.-Surg.; O.B.; PED. Nursing

First Aid; Disaster and Civil Defense

Course Hours—400

The total minimum hours of class and Nursing practice required by the North Carolina Board of Nurse Registration and Nurse Education is 1420 distributed over a period of one year. Prerequisites: Practical Nursing I, II, III, IV

EVENING PROGRAM

COLLEGE PARALLEL

College level courses meet once a week, Monday, Tuesday, Wednesday, or Thursday, from 7:00 p.m. to 9:45 p.m., offering three semester hours of college credit per course. Each night class meeting is the equivalent of three daytime fifty-minute classes, or one week of daytime classwork.

The cost of evening college credit courses is:

Tuition per 3 hour course	\$12.00
Registration Fee	2.00

All evening college credit courses are offered subject to a minimum enrollment of 10.

Evening college credit courses taught during the Academic Year 1965-66 included Public Speaking, English Literature, Conversational French, Art Appreciation, Business Math, Elementary Spanish, Accounting, General Math, Psychology and Economics.

Announcement of adult courses and programs to be offered for the Academic Year 1966-67 will be available in a separate catalogue.

VOCATIONAL EDUCATION

The part-time evening classes at the College of the Albemarle are developed to fit the needs of industry and business and to provide training desired by individuals of the area. Because of the flexibility of these programs, courses are tailored to specific needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes.

Evening vocational courses are the same as offered to the full-time vocational student. The courses are scheduled to meet two evenings per week (7:00 p.m.-9:45 p.m.) throughout the normal school year.

ADULT EDUCATION

The Adult Education department of the College of the Albemarle offers an increasing variety of courses and programs for persons over 18 years of age who are not in high school.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement and creative personal interests.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and college-credit classes to some specialized graduate studies. (Graduate-level courses are offered in cooperation with the Extension Department of East Carolina College.)

Non-credit courses, workshops and study groups in human relations, life problems and social action are available according to interest and demand, as are programs in art, arts and crafts, drama, dancing and music.

ANALYSIS OF STUDENT ENROLLMENT

Fall Semester 1965-66

College Level Programs

College Parallel

	Men	Women	Total
Freshmen	153	89	242
Sophomores	62	37	99
Technical			
Freshmen	22	—	22
Sophomores	5	—	5
Evening School	39	36	75
	—	—	—
Total College Level Enrollment	281	162	443

Vocational Programs

Day School	20	41	61
Evening School	48	—	48
Total Vocational Enrollment	68	41	109
	—	—	—

Total College and Vocational

Enrollment	349	203	552
------------	-----	-----	-----

SUMMARY BY COUNTIES

Fall Semester 1965-66

	College Level	Vocational	Total
Pasquotank	216	53	269
Perquimans	41	19	60
Chowan	35	1	36
Currituck	24	3	27
Dare	17	3	20
Camden	18	9	27
Beaufort	11	0	11
Washington	11	2	13
Craven	4	0	4
Hyde	4	0	4
Tyrrell	4	1	5
Bertie	3	1	4
Gates	4	5	9
Hertford	2	2	4
Lenoir	2	0	2
Onslow	2	0	2
Wake	2	1	3
Carteret	1	0	1
Edgecombe	1	0	1
Harnett	1	0	1
Martin	1	6	7
New Hanover	1	0	1
Pitt	1	0	1
Granville	0	1	1
Cumberland	0	1	1

SUMMARY BY STATES

North Carolina	406	108	514
Virginia	31	1	32
New York	3	0	3
Arizona	1	0	1
Delaware	1	0	1
Massachusetts	1	0	1
	443	109	552

INDEX

	Page
Accreditation	13
Activity Fee	15
Admission Requirements	17
Adult Education	14, 64
Athletics	15
Attendance	17
Auditing Courses	15
Bookstore	15
Business Programs of Study	31
College Parallel Program	
Business Administration	31
Business Education	31
Liberal Arts	30
Commencement Marshals	21
Counseling and Testing	14
Courses of Instruction	
Biology	35
Business Administration	36
Business Education	37
Chemistry	37
Design	38
Drafting	38
Economics	39
Education	39
Electronics	39
English	41
Fine Arts	42
French	44
Geography	44
Geology	44
Health and Physical Education	46
History and Government	45
Mathematics	45
Philosophy	46
Physics	46
Psychology	47
Sociology	47
Spanish	48
Dean's List	20
Dismissal	20
Dolphin's Den	15
Employment Service	14
Enrollment Statistics (1965-66)	64
Evening Program—College Credit	63
Evening Program—Vocational Education	63
Facilities	13
Fees and Expenses	21
Financial Aid	23
Grading System	18

	Page
Graduation Requirements	21, 29
History of College	11
Housing	15
Insurance and Liability	23
Liberal Arts Program of Study	30
Library	13
Location of College	12
Objectives of College	12
Orientation Period for New Students	17
Physical Examination	17
Probation and Suspension	20
Recreation	15
Refunds	22
Registration	23
Schedule of Studies	20
Student Organizations & Activities	27
Technical and Vocational Program	14, 49
Terminal Curricula	
Business Administration	32
Business Education	32
Drafting and Design	33
Electronics Technology	33
Transcripts	23
Transfer Student	21
Vocational Education Program	
Attendance	49
Auto Mechanics Trade	51
Courses of Instruction	54
Evening Program, Part Time	63
General Education	64
General Requirements	49
Grading System	49
Graduation Requirements	50
Machinist Trade	51
Objectives	49
Practical Nurse Education	59
Radio - Television Repair	52
Refunds	50
Registration	50
Tuition	50
Welding Trade	53
Withdrawals	50
Withdrawal from Class	19
Withdrawal from College	19

